



California Energy Commission

Grant Solicitation System (GSS) Tutorial for Applicants

Contracts, Grants & Loans Office



GSS Basics

- Upload electronic files
- Eliminates Hard Copy Submittals
 - Travel and Printing Costs
 - Paper Waste
- Streamlines Review



GSS WARNING

START THE PROCESS EARLY!

- Applications must be fully submitted **BEFORE** the deadline listed in the solicitation manual.
- **The GSS system will shut off at the deadline.**
- Applications in the process of being submitted prior to the deadline will NOT be accepted after the deadline.
- Applications will NOT be accepted after the deadline.



GSS Structure

- Register as a New User
- Log In
- 3 Step Application Process:
 1. Select Solicitation
 2. Upload Files
 - Browse for Documents
 - Drag and Drop Option
 - Designate confidential/organize documents
 3. Review and Submit

All three steps must be complete BEFORE the deadline



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Register as a New User

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Grants Solicitation System

Log In

Email

Password

[Forgot your password?](#)

Don't have an account?



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Register

Fields denoted by an asterisk (*) are required.

Your Information

Full Name *

Email Address *

Password * [Password Requirements](#)

Confirm Password *

Security Question * [in case you forget your password](#)

Security Answer *

Phone Number *

Organization Information

Organization * [More Information](#)

Business Address

City

State

Zip

Business Phone Number

Business Fax Number

Note: Password Requirements

- Minimum of 15 characters
- One (1) special character (! @ # () - [{ }] : ; ' , ? / *)
- One (1) number
- One (1) Upper-case letter
- One (1) lower-case letter



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Verification and Create Account

- Are you a real person and not a robot?
- Agree to the Terms of Use



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Terms of Use: By submitting the documents or comments to the California Energy Commission, I understand that I am agreeing to follow the business principles and guidelines established by the Commission for use of this system. If any documents or comments do not conform with the business principles or guidelines, my documents or comments may be rejected by the Commission. In downloading any documents from the Commission's website, I understand that the Commission is not ensuring or guaranteeing that the documents do not contain viruses or other problems that may interfere with the proper operation of my computer. I understand that I must have my own software to read the downloaded documents as the Commission will not supply such software to me.

Agree & Create Account

[Cancel and Return to Previous Page](#)



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Log In

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Grants Solicitation System

Log In

Email

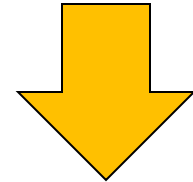
Password

[Forgot your password?](#)

Don't have an account?



Create a New Application



My Applications

[New Application](#)

Filter: [Advanced Filters](#)

Solicitation Number	Solicitation Title	Application Title	Status	Action
GFO-15-605	Hydrogen Scooter Stations for the Blind	Application 1	Draft	<input type="button" value="Edit"/>

Page:



Step 1 Select a Solicitation

- a. Title your Application
- b. Select the Solicitation that you are applying to:
 - View All Solicitations
 - Search for a Solicitation
- c. Save and Continue



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Step 1a – Application Title

Submit an Application

1

Select Solicitation

2

Upload Files

3

Review & Submit

Step 1: Select a Solicitation

Fields denoted by an asterisk (*) are required.

Application Title *

Select a Solicitation *

Enter a solicitation number or title



or [View All Solicitations](#)

Applicant Info Rachel Applicant
Applicant Testing

You will need to enter an Application Title and select a Solicitation before continuing

[Return to Previous Page](#)



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Step 1b – View All Solicitations

Submit an Application

1

Select Solicitation

2

Upload Files

3

Review & Submit

Step 1: Select a Solicitation

Fields denoted by an asterisk (*) are required.

Application Title *

Select a Solicitation *

Enter a solicitation number or title



or [View All Solicitations](#)

Applicant Info Rachel Applicant
Applicant Testing

You will need to enter an Application Title and select a Solicitation before continuing


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Step 1b – Select a Solicitation

Select a Solicitation

Filter:  [Advanced Filters](#) [Clear All Filters](#)

Solicitation	Title	Documents	Status	Action
TEST-123	Test Solicitation	Application Form, Budget, Contacts List, Work Products, California-Based Entity Form, CEQA Compliance Form		Select
GFO-16-601	Zero-Emission Vehicle Regional Readiness and Planning Solicitation	Att. #7 California Environmental Quality Act (CEQA) Worksheet, Att. #6 Contact List, Att. #5 Budget Forms, Att. #4 Schedule of Products and Due Dates, Att. #1 Application Form, Project Narrative, Att. #2 Scope of Work, Att. #1a Activity Description Sheet, Att. #8 Localized Health Impacts Information, (optional) Letters of Support, (optional) Resumes		Select
GFO-16-404	Local Government Challenge	Application Form, Project Narrative, Scope of Work, Schedule of Products, Project Team Form, Work Products, Budget, CEQA Compliance Form, NEPA Compliance Certification, Contacts List, Waste Management Plan		Select
PON-14-308d	Federal Cost Share Under EPIC:DE-FOA-0001649: Solar Energy	Application Form, Executive Summary, Fact Sheet, Project Narrative, Project Team Form, CEQA Compliance Form, Budget, Work Products		Select



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Step 1c – Save and Continue

Submit an Application

1 Select Solicitation

2 Upload Files

3 Review & Submit

Step 1: Select a Solicitation

Fields denoted by an asterisk (*) are required.

Application Title *

Select a Solicitation *

or [View All Solicitations](#)

Applicant Info Rachel Applicant
Applicant Testing

Save & Continue

[Return to Previous Page](#)



Step 2 Upload Files

- a. Browse for Files to Upload or Drag and Drop
 - Maximum File Size: 50 MB
 - File Name Length – Maximum 64 characters
 - File Types – Use format provided for the document in the Solicitation
- b. Click Upload Files button
 - Start Early and Be Patient – **UPLOAD TIMES VARY BASED ON APPLICANT'S SYSTEM BANDWIDTH AND MAY TAKE LONGER THAN EXPECTED**
- c. Tag Files with Document Type
- d. Designate Confidential Documents



Step 2a – Select Files to Upload

Submit an Application

1 Select Solicitation 2 Upload Files 3 Review & Submit

Step 2: Upload Your Documents

Instructions:

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File(s) to Upload' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

File Requirements

Drag and drop files here
- or -
Select file(s) to upload below

Select File(s) to Upload

You will need upload at least one document and assign Document Type to each uploaded document before continuing.

[Return to Previous Page](#)



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Step 2b – Upload Files

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

[File Requirements](#)

Drag and drop files here
- or -
Select file(s) to upload below

Select File(s) to Upload

Files Awaiting Upload

Grant Solicitation System Help.docx - 1.76 MB *(Pending)*

Remove

Password Requirements 1-25-17.docx - 13.33 kb *(Pending)*

Remove

Upload File(s)

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



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Be Patient

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

[File Requirements](#)

Drag and drop files here
- or -
Select file(s) to upload below

Select File(s) to Upload

Files Awaiting Upload

Grant Solicitation System Help.docx - 1.76 MB (*Uploading*)

Remove

Password Requirements 1-25-17.docx - 13.33 kb (*Pending*)

Remove

Uploaded 100 %

Cancel Upload

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



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Example of File Name Length Error

The screenshot shows the California Energy Commission website interface. At the top, there is a navigation bar with the "CA.GOV" logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION". To the right of the logo, it says "Welcome Rachel Grant Kiley | energy.ca.gov | Logout". Below the navigation bar, there are three tabs: "Applications", "Profile", and "Help".

A red error message box is displayed, stating: "The file 'DGS Memo or Late Amendment to Expired Agreement_500-13-03DGS Memo or Late Amendment to Expired Agreement_500-13-03DGS Memo or Late Amendment to Expired Agreement_500-13-03.doc' exceeded the maximum allowable length for file name and upload was discarded." The message is preceded by a red dot and followed by a close button (X).

Below the error message, there is a section titled "Submit an Application" with a horizontal line underneath. Below this title, there is a progress bar with three steps: "1 Select Solicitation", "2 Upload Files", and "3 Review & Submit". The "1 Select Solicitation" step is highlighted with a blue background, while the other two steps have a grey background.



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2c – Tag Files with Document Type

3. **Select Document Type:** After your files have been uploaded, they will appear in the 'Uploaded Files' section. Edit the file details before continuing.

File Requirements

Drag and drop files here
- or -
Select file(s) to upload below

Select File(s) to Upload

Uploaded Files

Grant Solicitation	System Help.docx	Remove file
Document Type:	<div>Application Form Budget Contacts List Work Products California-Based Entity Form CEQA Compliance Form</div>	
Password Required		Remove file
Document Type:		

You will need upload at least one document and assign Document Type to each uploaded document before continuing.



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Step 2d - Designate Confidential Documents

Uploaded Files

Grant Solicitation **System Help.docx**

[Remove file](#)

Document Type:

Password Requirements **1-25-17.docx**

[Remove file](#)

Document Type:

Confidential:



[Save & Continue](#)

[Return to Previous Page](#)



Step 3 – Review and Submit

- a. Review Uploaded Documents
- b. Read Certification and Check “I Agree” Box
- c. Click “I Agree & Submit” Button



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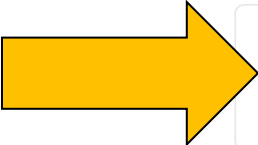
Step 3a – Review Uploaded Documents

DO NOT PROCEED TO SUBMIT UNTIL YOUR LIST IS COMPLETE!

Step 3: Review Your Application

Your Application

Application Title Diana's Solicitation	Selected Solicitation Test Solicitation	Applicant Info Rachel Grant Kiley Energy Commission	Edit
--	---	---	----------------------



Grant Solicitation System Help.docx Document Type: Application Form Confidential: No	Edit
Password Requirements 1-25-17.docx Document Type: Budget Confidential: Yes	

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.



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Step 3b – Read Certification and Check “I Agree” Box

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.

NOTE: The Energy Commission reserves the right to determine whether confidential information submitted adheres to the confidentiality requirements contained in the solicitation. Applicants purposely or erroneously designating information as confidential beyond what is allowable in accordance with the solicitation may lead to rejection and disqualification of the application.

(2) All information in the application is correct and complete to the best of the applicant's knowledge.

(3) The applicant has read and understands the terms and conditions and will accept them without negotiation if awarded.

(4) The applicant has received any required licenses (such as copyrights or trademarks) applicable to the submitted application.

(5) 5. I am an authorized representative of the applicant.

☒ I Agree



I Agree & Submit

[Return to Previous Page](#)



California Energy Commission

Step 3c – Click “I Agree & Submit” Button

I hereby authorize the California Energy Commission to make any inquiries necessary to verify the information presented in the application.

I hereby authorize the California Energy Commission to obtain a credit report on the applicant's organization.

I hereby certify under penalty of perjury under the laws of the State of California that:

(1) 1. All confidential information submitted (if allowed under the solicitation) has been properly identified.

NOTE: The Energy Commission reserves the right to determine whether confidential information submitted adheres to the confidentiality requirements contained in the solicitation. Applicants purposely or erroneously designating information as confidential beyond what is allowable in accordance with the solicitation may lead to rejection and disqualification of the application.

(2) All information in the application is correct and complete to the best of the applicant's knowledge.

(3) The applicant has read and understands the terms and conditions and will accept them without negotiation if awarded.

(4) The applicant has received any required licenses (such as copyrights or trademarks) applicable to the submitted application.

(5) 5. I am an authorized representative of the applicant.

☒ I Agree





I Agree & Submit

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Confirmation Page

**CALIFORNIA
ENERGY COMMISSION**

Welcome Rachel Grant Kiley | [energy.ca.gov](#) | [Logout](#)

Applications | Profile | Help

Application Submission Complete

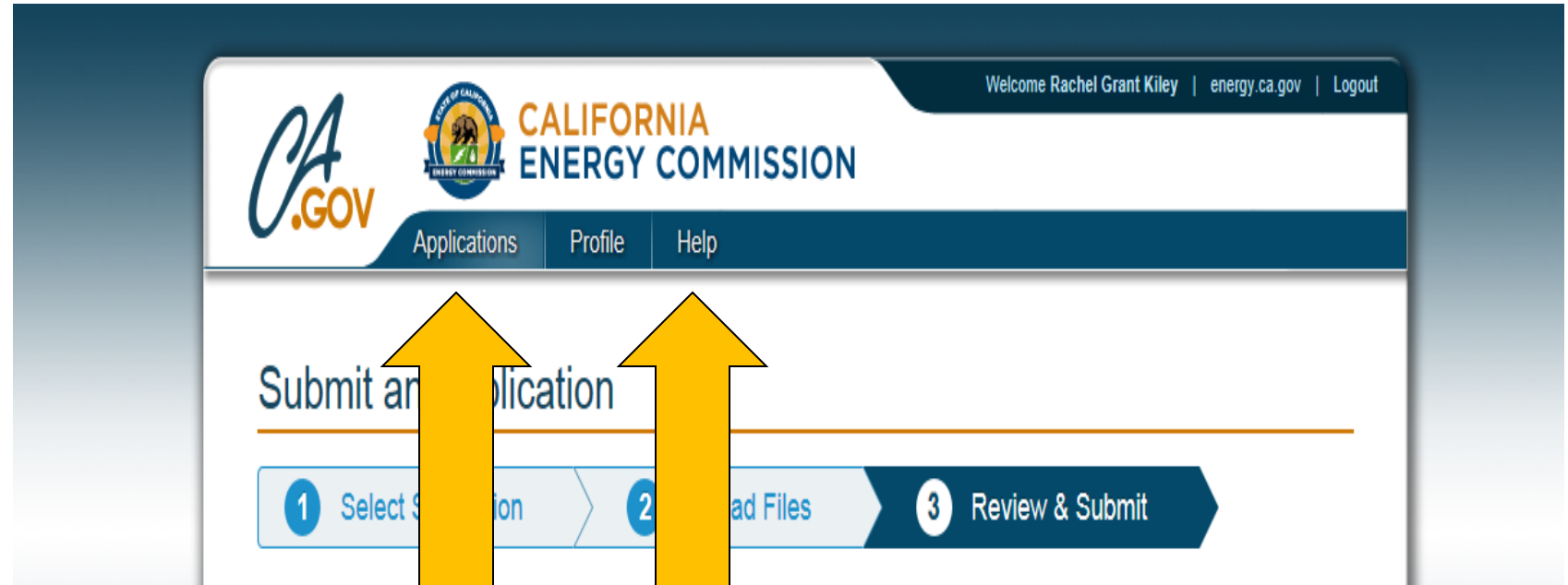
Your application was submitted successfully, and will be reviewed by the California Energy Commission. You will receive an e-mail confirmation regarding this submission.

Thank you.

Continue



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- Navigate to all of your applications
- Find help documents



Tips and Tricks

- Never use your browser's Back or Forward Buttons!
- Never refresh your browser during the process
- Watch for error messages on the Uploads Page
- **START EARLY AND BE PATIENT!**
 - There are many factors that can delay upload which are out of Energy Commission's control



Upload as you go!

- Revisit Step 2 to continue uploading Docs
 1. After Log-In you will see a list of Draft and Submitted Applications
 2. Select Edit for the application that you wish to modify
- DO NOT COMPLETE Step 3 until your application is complete.
- **YOU MUST COMPLETE STEP 3 PRIOR TO THE DEADLINE!**



California Energy Commission

CA.GOV CALIFORNIA ENERGY COMMISSION

Welcome Rachel Grant Kiley | energy.ca.gov | Logout

Applications Profile Help

My Applications

New Application

Filter:

Solicitation Number	Solicitation Title	Application Title	Status	Action
TEST-123	Test Solicitation	Diana's Solicitation	Draft	<input type="button" value="Edit"/>
TEST-123	Test Solicitation	Test 12	Draft	<input type="button" value="Edit"/>
TEST-123	Test Solicitation	CR&R Test	Submitted	
TEST-123	Test Solicitation	Boby	Submitted	
GFO-16-601	Zero-Emission Vehicle Regional Readiness and Planning Solicitation	ABC	Draft	<input type="button" value="Edit"/>
GFO-16-502	2016 Natural Gas Energy Efficiency Research Grants for Residential and	TEST ONLY	Draft	

Edit a Draft Agreement

- No Edit Button for Submitted Solicitations
- No Edit Button for Solicitations with an expired Deadline



Editing a Submitted Application

- Only BEFORE the deadline!
 1. Submit a NEW COMPLETE application
 2. Request that the Commission Agreement Officer retract the 1st submittal via email



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THE END



Other Helpful Information

- [GSS Help Document](#)